



Example of External Auditor Job Description

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Our company is growing rapidly and is looking to fill the role of external auditor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for external auditor

- Good understanding of standard MS Office applications
- Driving licence and willingness to travel at an international level
- Assist in the identification, implementation and maintenance of the program/organization's supplier management policies and procedures
- Perform ongoing supplier compliance monitoring activities
- Work with regulatory experts to ensure the practice/organization maintains appropriate documentation related to supplier management
- Participate in the development, implementation, and compliance monitoring of Business Associate Agreements
- Establish and administer process for receiving, documenting, tracking, investigating and taking action on complaints related to suppliers
- Audit external suppliers that support various Watson Health Offerings
- Independently monitors Area Agencies on Aging (AAAs) & PASSPORT Administrative Agencies (PAAs)
- Conducts routine financial, compliance &/or operational reviews of various state & federal aging programs & ensures compliance with applicable policies, rules & regulations

Qualifications for external auditor

- Ability to build partnerships both internally and externally
- Ability to use PC's and associated Microsoft software

- Knowledge and experience in healthcare and/or medical device compliance laws and regulations
- Strong English writing and oral communication skills
- Audit experience and skills